Follow the guidelines below for a Final Pay – Payroll Request.

The termination template transaction should be completed **first**.

- A Confirmation page displays after successfully submitting the Termination Template.
- Beneath the confirmation text, there is a link to Payroll Request.
- Click this link then select and complete the employee's **Final Pay**.

Payment within 72 hours	Payment at the time of Normal Paycheck
If the termination was involuntary **OR** the employee is 'represented' – even if the termination was voluntary: **Note:** For Involuntary terminations, plan ahead as much as possible, so the employee's final pay is available on their last day. 1. Ignore the default **Pay End Date** 2. Enter details 3. Add an initiator **comment** that they have to be paid within 72 hours due to involuntary termination or employee is represented. 4. Check **Accruals** and enter **Takes** 5. Complete and submit the form 6. Open a **Payroll Production EEC Request** (Employee Experience Center) indicating the circumstances of the 72 hour request	Only if the termination was voluntary **AND** the employee is NOT 'represented: 1. Wait until the **Pay End Date** is the next, normal Pay End Date of the employee (bi-weekly or monthly) 2. Enter details 3. Check **Accruals** and enter **Takes** 4. Complete and submit the form 5. The employee will be paid on their next, normal pay date